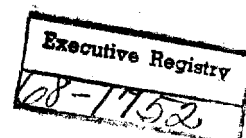


SECRET



8 April 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1-31 March 1968

1. Cables Processed

A. The combined work units of CIA and non-CIA cables totaled 66,410 items broken down as follows:

CIA IN	20,642
CIA OUT	8,570
Miscellaneous (including Archives 594)	5,085
Non-CIA	<u>32,113</u>
Total	66,410

B. CIA IN and OUT cables totaled 84,644 for 1 January -31 March 1968, a decrease of 6% over the same period in 1967 (90,482) and 15% more than the base period in 1963 (73,401).

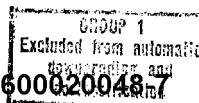
C. Non-CIA cables for 1 January - 31 March 1968 totaled 89,266 an increase of 17% more than the same period in 1967 (75,973) and 101% more than the same period in 1963 (44,375).

D. Work units totaled 188,684 for 1 January - 31 March 1968 which is 4% more than the same period in 1967 (182,014) and 43% more than the base period in 1963 (131,828).

E. 2,155 cables or 3.5% of all cables processed were furnished to the Director, as compared to 3,727 or 7% for February 1968.

2. Personnel

25X1A During the month we gained one person but also lost one person. This
25X1A leaves our strength at [REDACTED] unchanged from last month, one person short of our
T/O of [REDACTED]



SECRET

3. General

A. On 12 March I visited the plant where Universal Business Machines are making the Keytronic document sorters (one for Navy and one for CIA). Mr. Nance, the President of UBM, assures me that the sorter will meet our specifications and needs. Delivery, as of the first week of April, has been delayed up to 60 days, due to the need to make certain changes in components. It is probable that I will visit the plant once more, possibly with the Navy representative, before our equipment is delivered.

B. Signal Center has now switched nearly all printers to make use of fan-fold pre-printed masters. This has reduced the chore of our cut-and-paste operation considerably.

C. We obtained two used power files, which will increase our capability to store copies of cables. We turned in 3 4-drawer safes, and have made a portion of our power files available to IW, who will turn in 3 4-drawer safes. The result is a better utilization of space, an increased filing capacity, plus 6 4-drawer safes made available for other Agency use.

25X1A


Cable Secretary

APR 55 15 01 PM '82

- 2 -

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

Cable Secretary

EXTENSION

5838

NO.

DATE

8 April 1968

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director-
Comptroller

8 Apr.

10 Apr.

MM

Can we or
should we try
to do anything
about the
increase in
non-CBA cables?
If so, what?
LH

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

Cable Secretary
1A-53 - Hqs.

10/4/68

11/4/68

MM

11 to 12 -
Per our conversation.
Believe we need what we are
getting & no action to reduce
requirements seems appropriate.
If anything, it seems our
"customers" note even the
delayed delivery of what often
seems routine information.
JWB

12.

O/Ex Dir. Comp

4/22

MM

13.

Cable Secretary

14.

15.

Col. White was informed
of Cable Sec's. response
on 15 Apr. '68. File
JWB